Annual Report

1983~1984

Alberta

MANPOWER

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Office of the Minister

126 Legislative Building, Edmonton, Alberta, Canada T5K 2B6 403/427-0358

December 1984

The Honourable G. Amerongen
Speaker of the Legislative Assembly of Alberta

Dear Mr. Speaker:

I have the honour of submitting the Annual Report of Alberta Manpower for the year ending March 31, 1984.

Respectfully submitted,

Ernie Isley

Ernie Isley
Minister
Alberta Manpower

Alberta
MANPOWER

Office of the Deputy Minister

18th Floor Park Square, 10001 Bellamy Hill, Edmonton, Alberta, Canada T5J 3C1 403/427-3659

December, 1984

Honourable Ernie Isley
Minister of Manpower
126 Legislature Building
Edmonton, Alberta

Sir:

I am pleased to present the first Annual Report of Alberta Manpower, which provides details of the operations for the fiscal year April 1, 1983 to March 31, 1984.

Respectfully submitted,

Al N. Craig
Deputy Minister
Alberta Manpower

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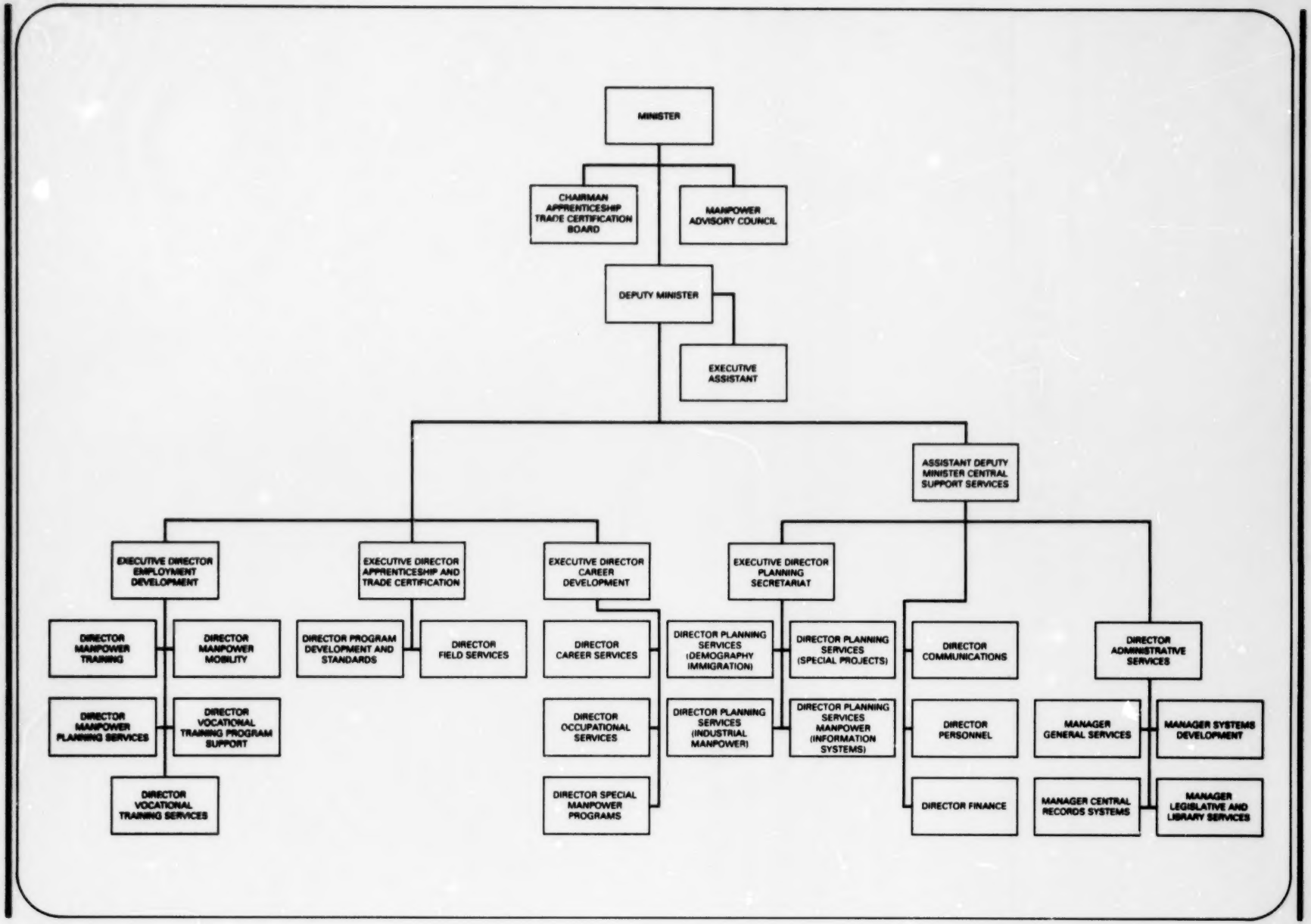
MINISTER
CHAIRMAN APPRENTICESHIP TRADE CERTIFICATION BOARD
MANPOWER ADVISORY COUNCIL
DEPUTY MINISTER
EXECUTIVE ASSISTANT
ASSISTANT DEPUTY MINISTER CENTRAL SUPPORT SERVICES
EXECUTIVE DIRECTOR EMPLOYMENT DEVELOPMENT
EXECUTIVE DIRECTOR APPRENTICESHIP AND TRADE CERTIFICATION
EXECUTIVE DIRECTOR CAREER DEVELOPMENT
EXECUTIVE DIRECTOR PLANNING SECRETARIAT
DIRECTOR MANPOWER TRAINING
DIRECTOR MANPOWER MOBILITY
DIRECTOR MANPOWER PLANNING SERVICES
DIRECTOR VOCATIONAL TRAINING PROGRAM SUPPORT
DIRECTOR VOCATIONAL TRAINING SERVICES
DIRECTOR PROGRAM DEVELOPMENT AND STANDARDS
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MANAGER GENERAL SERVICES
MANAGER CENTRAL RECORDS SYSTEMS
MANAGER SYSTEMS DEVELOPMENT
MANAGER LEGISLATIVE AND LIBRARY SERVICES

Employment Development Division

Employment Development, through its five branches, identifies manpower concerns in Alberta's industrial and commercial sectors and initiates remedial action where required to assist industry in meeting its manpower needs. The sector also contributes field employment data used to assist in determining long-range labour demands.

MANPOWER PLANNING SERVICES

In 1983-84, Manpower Planning Services continued to provide workforce planning and management assistance and services to Alberta employers. The branch initiated the development of a framework for productivity improvement in order to assist employers in this area. Together with the Canada Employment and Immigration Commission and affected companies, the branch participated in a number of employment adjustment committees to assist workers in layoff situations. Information brochures outlining available assistance programs were developed and published for workers and employers facing layoffs, as well as for those attempting to avert layoffs or engaged in job creation.

During the year, branch staff provided field delivery to the private sector of the Wage Subsidy element under the Priority Employment Program, and the Alberta Youth Employment Program, as well as various job creation elements under the Summer Temporary Employment Program. In order to introduce and disseminate information on available department services, the branch represented Alberta Manpower at a number of industry trade fairs and exhibitions in the province; staff also made presentations to community, business and industry associations. During the year, Manpower Planning offices in Edmonton, Calgary, Grande Prairie, St. Paul, Red Deer and Lethbridge made close to 4,500 contacts with employers to provide assistance and services.

In December, the branch became involved in the delivery of the Alberta Industrial Training element of the Priority Employment Program to the private sector. Together with Manpower Training, the branch also undertook the development of a full-year Alberta Training Program for implementation in the upcoming fiscal year.

MANPOWER TRAINING

Manpower Training co-ordinates the delivery of manpower training services in the province to ensure the effective application of training programs in meeting the employment needs of Albertans and the skill requirements of industry. Branch offices are located in Edmonton, Calgary, Lethbridge, Grande Prairie, Red Deer and St. Paul.

Under the National Training Act, the branch was involved with programs funded by the federal government and administered jointly by both governments. The federal government spent $45,390,500 to purchase 1,528,815 days of training at Alberta institutions under the National Institutional Training Program. The manpower needs for which training was provided were identified by the Federal/Provincial Joint Training Committee. Under the General Industrial Training Program, the federal government spent $8,428,447 to provide training for 2,773 trainees. Under the Critical Trade Skills Training Program, the federal government spent $1,869,441 to provide training to 209 trainees.

During 1983-84, the Manpower Training Branch continued to administer the Industrial Training element of the Priority Employment Program (PEP). With the assistance of the Manpower Planning Services Branch, over $6.6 million in funding was provided to private sector employers to assist them in the training and retraining of 3,532 workers.

In meeting its overall responsibilities, the branch provided a consultative service to employers in developing training plans and programs, as well as in approving programs developed by employers in relation to the Industrial Training element of PEP, the General Industrial Training Program and the Critical Trade Skills Training Program. Branch staff monitored and evaluated the various programs in terms of their effectiveness in meeting established priorities and objectives.

In December 1983, the branch assumed additional responsibilities and became involved, along with the Manpower Planning Services Branch, in providing workforce planning and management services to Alberta employers.

TRAINING ACTIVITY
1983-84

	Federal Training Programs	Alberta Training Programs
Training Plan Development/ Assistance Provided to Employers	549	254
Training Plan Approvals	1,003	997
Training Plan Monitors	653	1,314
Training Plan Evaluations	352	571
Total Training Expenditures	$10,297,888	$6,623,930

TRAINING PROGRAMS ADMINISTERED BY THE MANPOWER TRAINING BRANCH

National Institutional Training Program (NIT)

This is a federal-provincial program, pursuant to the National Training Act, under which the province provides educational services while the Canadian Government contracts to purchase a certain number of places in post-secondary institutions. The federal government reimburses the province for a portion of its costs and supplies financial assistance directly to federally sponsored students in the form of training allowances or unemployment insurance funds.

Under the apprenticeship part of this program, the federal government purchases institutional training on behalf of apprentices selected by the Apprenticeship and Trade Certification Division of Alberta Manpower, and also provides financial assistance to apprentices while they are undergoing the institutional portion of their program. Further data on the 1983-84 NIT program are given in the following table:

NATIONAL INSTITUTIONAL TRAINING PROGRAM (NIT)
1983-84

Institutions	Students
Technical Institutes	698
Alberta Vocational Centres	2,952
Alberta Petroleum Industry Training Centre	124
Community Colleges	3,221
TOTAL	6,995
SUMMARY	
General Purchase	6,995
Apprenticeship	19,288
Private Trade Schools	911
Part-time Training	1,572
TOTAL	28,766

General Industrial Training Program (GIT)

This program is designed to provide Alberta business and industry with incentives for the expansion and improvement of employer-centred training, and to improve and increase the skills of Albertans. The specific objectives of GIT are:

(a) to support industrial development strategies established in Alberta;
(b) to alleviate persistent skill shortages;
(c) to support the upgrading of employed workers;
(d) to prevent the lay-off of workers caused by technological or other changes;
(e) to encourage the establishment of new industrial training programs and to improve existing industrial training programs; and
(f) to equalize employment opportunities for clients with special needs and other unemployed workers who lack marketable skills.

The GIT program was administered jointly through the Manpower Training Branch of Alberta Manpower and local Canada Employment Centres.

Procedures involved in the implementation of GIT included canvassing employers to identify their manpower requirements, assessing training plans developed by employers and/or assisting employers in the development of training plans, monitoring contracts, and assessing the effectiveness of training. The province was solely responsible for providing a consultative service to employers in the development of training plans and programs as well as in the approval, monitoring and evaluation of the methodology and content of employer-training programs. The General Industrial Training portion of the National Training Agreement provided for the purchase of $8,428,447 of training in the 1983-84 fiscal year. Further data on GIT are given in the following table:

GENERAL INDUSTRIAL TRAINING PROGRAM (GIT)
1982-83 and 1983-84

	1982-83	1983-84
Total Number of Contracts	1,190	1,433
Total Number of Trainees	1,932	2,773
Total Training Expenditures	$6,582,000	$8,428,447

Critical Trade Skills Training Program (CTST)

This program is designed to encourage Alberta employers to undertake the training of workers in highly skilled occupations which experience chronic shortages. It provides financial assistance to firms willing to initiate or expand training in approved occupations. In the reporting year, these occupations included Geophysical Technician, Electronic Engineering Technician, Petroleum Engineering Technician, Process Operator, Tool and Die Maker, Draughtsperson, Electrical Repairman, Farm Equipment Mechanic, Boilermaker and Stationary Engineer.

The CTST program was administered jointly through the Manpower Training Branch of Alberta Manpower and local Canada Employment Centres.

The procedures involved in implementing CTST were the same as for the General Industrial Training Program. During the 1983-84 fiscal year, $2.9 million of training was contracted with employers in Alberta. Further data on CTST are given in the following table:

CRITICAL TRADE SKILLS TRAINING PROGRAM (CTST)
1982-83 AND 1983-84

	1982-83	1983-84
Total Number of Contracts	70	39
Total Number of Trainees	210	209
Total Training Expenditures	$1,740,000	$1,869,441

Priority Employment Program–Industrial Training Element

This program was funded under the Priority Employment Program (PEP) during 1983-84 and provided financial support to employers in the training and retraining of their workers. Administered through the Manpower Training Branch, this program commenced on November 1, 1983, and terminated on April 30, 1984. The program was effective in enabling employers to retrain some of their workers for highly skilled occupations, thus averting the possibility of layoffs. During the period of this program, more than $6.6 million was spent in supporting 3,532 trainees. Further data are given in the following table:

PRIORITY EMPLOYMENT PROGRAM - INDUSTRIAL TRAINING ELEMENT
1983-84

Total Number of Contracts	1,333
Total Number of Trainees	3,532
Total Training Expenditures	$6,623,930

MANPOWER MOBILITY

Manpower Mobility serves as a provincial voice on immigration issues as part of Alberta's concurrent constitutional responsibility with the Federal Government and other provinces to manage immigration in Canada. In this role, the branch performed four major functions.

First, the branch encouraged economic investment in Alberta in order to create jobs and/or project employment for Albertans. To accomplish this, the branch co-ordinated the entrepreneurial recruitment program, and with the participation of other stakeholder departments, provided business and immigration advisory services to prospective entrepreneurial immigrants.

Second, the branch provided an information service program. The branch offered advice and information on immigration and migration-related matters to other provincial government departments, Alberta employers, Alberta residents and individuals and companies interested in moving to Alberta. This was accomplished through the personal interaction of each branch office with its clientele and through the production and distribution of pertinent literature.

Third, the branch responded to requests from the federal government on the admission of medically inadmissible individuals to Alberta on Minister's Permits. This was accomplished by co-ordinating the stakeholder departments through their participation on the Immigration Review Panel and by providing a provincial response to federal requests.

Fourth, the branch assisted Alberta employers to obtain skilled manpower unavailable in Alberta. To accomplish this, the branch assisted employers identify source areas, plan and mount recruiting programs, co-ordinate advertising campaigns and provide interview facilities and recruitment back-up services, including liaison with Canada Employment and Immigration offices. Also, the branch assisted Alberta employers and provincial government departments with bringing in guest lecturers and seminar leaders to advise on bordercrossing procedures.

Branch offices are located in Edmonton, Calgary, Toronto and London, England.

IMMIGRATION ACTIVITY

	1982	1983
Immigrant Entrepreneurial Applications	223	211
Proposed New Investment Commitments	$49,996,500	$58,516,400
Proposed Job Creation	1,733	1,436
Employment/Immigration Enquiries Received	19,141	9,102
Alberta Employers Assisted with Out-of-Province Recruitment	89	64

(Data are based on the calendar year)

VOCATIONAL TRAINING SERVICES

VOCATIONAL TRAINING PROGRAMS

Vocational Training Programs, through the Alberta Vocational Training (AVT) program, facilitate the delivery of short-term vocationally oriented training programs by providing funds to institutions. Use of these programs allow the department to expand institutional programs to meet the emerging needs of individuals and industry for vocational training. It also allows the department to facilitate the delivery of programs in smaller communities, to expand capacity to meet the needs of immigrants for English as a second language and to provide "ad hoc" programs where the need is identified by the Canada Employment and Immigration Commission. In 1983-84, 362 programs were financed throughout the province. In addition, the Canada Employment and Immigration Commission purchased 6,173 "training places" in ongoing programs through Vocational Training Programs. This was a nine percent increase over the previous year. Also, 47 programs were mounted on reserves at the request of the Canada Employment and Immigration Commission, serving 767 Treaty Indians.

VOCATIONAL TRAINING SERVICES

Vocational Training Services, through the Alberta Vocational Training (AVT) program and the Vocational Rehabilitation of Disabled Persons (VRDP) program, is involved in the area of vocational counselling and vocational training of disadvantaged and disabled adults. Under the AVT program in 1983-84, 10,958 persons received financial assistance to undertake training. Training took place in Alberta Vocational Centres, Community Vocational Centres, public colleges, technical institutes, private colleges, private vocational schools and industry. Under the Private Vocational Training element of the Priority Employment Program, 1,180 students were provided with financial assistance.

Costs associated with the VRDP program were shared with the federal government under the Vocational Rehabilitation of Disabled Persons Agreement. Through this program, the department offered vocational assessment and career counselling services, and financial support to disabled Albertans to assist them with their vocational training. Specialized equipment such as opticons, television readers, talking calculators and talking typewriters, as well as special services such as tutors and interpreters were made available for the blind and deaf. Funds were approved for seven experimental programs involving hearing-impaired, educable mentally handicapped and learning disabled persons. All public post-secondary institutions in the province were available for use by disabled adults. In 1983-84 the budget for the program, which served 1,071 disabled persons, was $3,826,149.

SERVICES PROVIDED UNDER AVT-VRDP
1983-84

Institutions	Number of Students Admitted to Training		Number of Possible Students Days of Training	
	AVT	VRDP	AVT	VRDP
Technical Institutes	588	66	24,831	9,398
AVC's	9,423	271	646,451	17,045
APITC	4	—	30	—
Private Schools	536	61	54,459	3,813
Universities	—	118	—	8,226
Community Colleges	4,563	443	391,181	32,225
Agricultural Courses	66	—	2,484	—
Community Vocational Centres	644	—	99,482	—
Out of Province	1	50	41	3,376
Others	3,753	62	77,707	3,441
Totals	19,578	1,071	1,296,666	77,524

Career Development Division

The Career Development Division contributes to human and economic growth by assisting Albertans to improve the pattern and quality of career transitions between school, training, work and retirement. The division is organized into three branches: Career Services, Occupational Services and Special Manpower Programs.

CAREER SERVICES BRANCH

The Career Services Branch offers a variety of programs and services to Albertans needing assistance in all aspects of career development. The chief activities of the branch include counselling, testing and assessment, information production and distribution, referral and consultation.

CAREER CENTRES

Eleven Alberta Career Centres operate in Calgary, Edmonton, Fort McMurray, Grande Prairie, Hinton, Lethbridge, Medicine Hat, Peace River, Pincher Creek, Red Deer and St. Paul. Outreach activities are conducted in the areas surrounding these major centres and in three satellite offices located in Camrose, Bonnyville and High Level.

Career counsellors in each centre offer programs and services designed to assist adult Albertans in the process of career planning. Activities include individual and group counselling and interest and aptitude testing, as well as referral for education, training and student support services. A major emphasis is placed on career development services for unemployed persons through the regularly held Job Clubs and Job Search Workshops. In response to the increased demand for Job Search Workshops, the career centre staff are conducting workshops for leaders interested in conducting Job Search Workshops in the community.

The career centres continue to emphasize group programs such as Career Planning, Advanced Career Planning, Occupational Choice Seminars, Job Search Strategies, Career Transitions, Career Decision-Making, Job Dissatisfaction and Job Alternatives for Women.

CAREER INFORMATION SERVICES

Career Information Services researched, produced and distributed a wide variety of print and audiovisual career resource materials; provided consultants, workshops and information to professionals and the public on career-related themes; and co-ordinated the implementation of computer-assisted career guidance systems to Alberta Career Centres.

Highlights of 1983 included:

- producing the following print materials: It's About Time, So You've Left School ... What Now?, Apprenticeship Opportunities, Distance Education, Kids and Careers, Post-Secondary Education Program, three issues of Career Development News, three issues of ON-LINE, and a video - Going Back;
- launching a successful Canada Career Week promotion based on the theme, You're Ahead With a Good Attitude. The campaign included a booklet with the same title, two posters, T-shirts, wallet calendars and a booklet for elementary teachers called "Work Awareness";
- answering 300 professional library requests and 430 public requests for career information; loaning 450 audio-visuals to agencies and distributing 238,000 print items (see accompanying summary chart). The most popular resource materials were: It's About Time, Job Seeker's Handbook, Kids and Careers, and You're Ahead With a Good Attitude;
- establishing a marketing arm through the School Book Branch, Alberta Education to sell branch materials out-of-province, and promoting career resources throughout Canada via provincial and national editions of a Career Information Catalogue;
- undertaking an evaluation study of career centres; experiences with computerized career guidance systems, and providing on-going training, information, maintenance and service troubleshooting support to career centres re: CHOICES use; and

- consulting on designing and leading workshops and training sessions on branch services and various career-related topics. Client groups included: career centres, post-secondary institutions, provincial government departments, school counsellors, and private groups and organizations.

CAREER INFORMATION SERVICES MATERIALS DISTRIBUTION
APRIL 1, 1983 TO MARCH 31, 1984

Title Of Publication	Quantities Distributed
Alberta's Apprenticeship Program	1,695
Apprenticeship Opportunities	8,646
Career Awareness Posters	530
Career Development in Alberta	343
Career Development News (three issues)	10,500
Directions for the Future	6,991
Distance Education	921
Exploring Occupations	6,962
Great Balancing Act	6,444
Inventory of Nationwide Free Occupational Resource Materials (INFORM)	560
It's About Time	64,558
Job Seeker's Handbook	42,317
Kids and Careers	17,527
Let Your Fingers Do the Talking	3,750
A Matter of Time	133
Occupational Posters (set of 18)	414
Occupational profiles (15 packages)	10,280
ON-LINE (three issues)	255
Opening Doors Program Guide	406
Opening Doors Workbooks (set of four)	5,212
Post-Secondary Education Programs	2,071
So You've Left School ... What Now?	7,043
Time of Your Life	6,598
What Would You Like To Be? (Coloring Book)	12,011
What Would You Like To Be? (Dictionary)	5,168
What Would You Like To Be? (Teachers Guide)	885
You're Ahead With a Good Attitude	15,679
Total	237,899

OCCUPATIONAL SERVICES BRANCH

The Occupational Services Branch has three units, one dealing with employment counselling and relocation, one dealing with training of northern residents and one dealing with settlement services.

EMPLOYMENT COUNSELLING AND RELOCATION SERVICES

Employment Counselling and Relocation Services is a program designed to assist Northern families in relocating to centres with employment opportunities. Services provided in support of the program include:

- Transitional Housing

  Through the co-operation of the Alberta Housing Corporation, families are provided with housing in the new community. The rental of these units is geared to income.

- Counselling and Orientation

  In recognition of the fact that families in the program are going through a major readjustment, intensive and extensive counselling is provided in areas such as employment, home operation and maintenance, budgeting, urban skills and education.

- Community Support System

  The total community is involved in the integration process, with support coming from all sectors including municipal councils, social agencies, schools and native organizations.

During 1983-84, a new policy was developed by the Alberta Housing Corporation by which families who, in the judgement of the program staff, have made a successful transition to life in their new community and are able to buy their houses. Under this policy, rent payments are applied to the principal, thus reducing the cost of the house. During 1983-84, 40 houses were sold to program participants; it is anticipated that an additional 20 will be sold during 1984-85.

In 1983-84, over 300 families participated in the program in Fort McMurray, Bonnyville, Grand Centre, Whitecourt, Slave Lake, Peace River/Grimshaw, High Prairie, Grande Prairie and High Level. The program will begin operation in Hinton in early 1984-85. Additionally, plans are underway to expand into Lac La Biche in 1984-85, at the town's request.

OPPORTUNITY CORPS PROGRAM

The Opportunity Corps is a program designed to prepare, train and assist northern residents develop the skills required to move from a condition of dependence upon government and other support toward one of economic and social self-sufficiency. As such, the program works with those individuals who lack sufficient skills either to gain employment or to enter more formal training programs.

The Opportunity Corps has a number of operational objectives which include:

- assisting trainees in developing good work habits and sufficient self-confidence in an employment setting;
- assisting trainees in developing life skills needed to function in an employment setting;
- providing trainees with an opportunity for personal growth and self development to better relate to their families, communities and work environment;
- assisting trainees in developing employment-related skills, and
- assisting local communities in carrying out projects that will benefit the residents of that community.

To achieve these objectives, a broad variety of program activities are undertaken in work-activity projects, life-skills training, academic upgrading, and short courses that provide exposure to a number of the trades.

During 1983-84, consolidating the operation of the Opportunity Corps was a prime objective. Program efforts were focussed in those areas where there were staff resources and where an overall training program could be developed. The range of short courses offered was greatly expanded to include first aid, defensive driving, basic electrical wiring, welding and plumbing. As well, a broad range of corps projects assisted in the development of social and recreational services in a number of northern communities.

The Opportunity Corps operated in the communities of Slave Lake, Calling Lake, Janvier, Fort McMurray, Fort Chipewyan, Trout Lake, Wabasca/Desmarais, High Prairie, Peace River, Fort Vermilion and Grande Cache in 1983-84. Over 500 trainees were involved in the program.

SETTLEMENT SERVICES

Settlement Services is involved in a number of activities designed to assist newcomers adjust to life in Alberta. From January 1 to December 31, 1983, approximately 10,688 immigrants arrived in the province. Many of these new arrivals received essential settlement services. In addition, significant numbers of individuals who arrived in previous years were provided with services to assist with their longer term adjustment to a society which is culturally, socially and linguistically very different from their country of origin. The program adapted and tailored its activities to meet the changing mix of newcomers.

The program continues to provide financial and consultative support to a number of private, non-profit settlement agencies. These community-based agencies meet a variety of short and long term settlement needs by offering a range of services and programs. In 1983-84, the agencies provided over 40,000 hours of direct services including reception, information, orientation, referral, advocacy, translation, interpretation, counselling, and employment preparation. In addition, volunteers provided over 20,000 hours of support and service time. Groups who received support were: Calgary Catholic Immigration Society; Calgary Immigrant Aid Society; Catholic Social Services: Central Alberta Refugee Effort (Red Deer); Edmonton Immigrant Services Association; Medicine Hat Society for Immigrant Settlement; U-First Community Services Foundation (Lethbridge) and Edmonton Mennonite Society for the Assistance of Newcomers.

Settlement Services develops and distributes print and audio-visual resources for newcomers and those who work with them. These resources include: a comprehensive 10-booklet series of **Newcomers' Guides** about day-to-day living in Alberta, developed through collaboration with the private and voluntary sectors and with the federal government; **Settlement Services and Programs: An Alberta Directory**, a detailed listing of private and government agencies in the province that offer settlement services; and a **Spanish Orientation Package:** a slide-tape presentation for Spanish-speaking newcomers. In addition, Settlement Services continues to produce its quarterly newsletter and to operate its Information/Resource Centre.

Settlement Services provides consultative services to community groups and to other government departments regarding immigrant settlement; program staff develop and deliver workshops to address training, skill and information needs of people involved in the delivery of settlement services. The program also covers the payment of Alberta Health Care Insurance premiums on behalf of group sponsors of refugees during the refugee's first year of residency.

SPECIAL MANPOWER PROGRAMS BRANCH

Special Manpower Programs is responsible for developing and implementing programs and services to meet the special employment needs of Albertans. Two major sections carried out this activity in 1983-84.

The Programs Section planned, developed and operated special manpower temporary employment programs such as the Summer Temporary Employment Program (STEP) and the Priority Employment Program (PEP). The section also co-ordinated provincial participation in federal job-creation programs and unemployment insurance issues.

The Placement Services Section planned, developed, and co-ordinated special placement-related services, including the administration of the Employment Agencies Act and the provision of provincial involvement in the co-operative Hire-A-Student program. As well, the section funded and supervised employment placement, employment support and employment readiness services for several special-needs groups. The administration of the Employment Agencies Act provided licensing for commercial employment services operating primarily in the cities of Edmonton and Calgary.

NUMBER OF LICENCED PRIVATE PLACEMENT AGENCIES
1983-84

Edmonton	Calgary	Other	Total
64	94	10	168

SPECIAL NEEDS GROUPS

Funding and resource support is provided to selected groups who carry out employment placement, employment support, employment promotion and employment development activities for Albertans experiencing employment-related difficulties. Special needs groups include those individuals over 45 years of age, young adults with learning disabilities, people who are sensory disadvantaged and Native people.

Participating groups being supported are:

Organization	Placement
Placement 45, Edmonton	Employment Placement
Opportunity 45, Calgary	Employment Placement
Access 45, Lethbridge	Employment Placement
YMCA, Edmonton	Employment Placement
DECSA, Edmonton	Employment Readiness
Native Outreach Association	Employment Placement, Promotion and Support

HIRE-A-STUDENT PROGRAM

The Alberta Hire-A-Student Program is a co-operative activity sponsored by the federal and provincial governments, business, community and student groups concerned with the placement of students in summer jobs. This combination makes this Alberta organization unique in Canada.

While the major sponsors (Alberta Manpower, the Alberta Chamber of Commerce and the Canada Employment and Immigration Commission) provide funding support and resource personnel, each Hire-A-Student centre is autonomous, and the local committee is responsible for that centre's operation.

The objective of the program is to help students find jobs. This is achieved by establishing summer employment placement offices and by providing students with job-search information.

In the 1983 program, 29,764 placements were made, and 1,689 job-search presentations were provided to 42,915 students. Provincial government funding support for the program, both for the placement and job-search services, was over $330,000 in direct support to the operating centres.

The **Hire-A-Student Advisory Council** advised on issues affecting both the job-search information service and the placement service components of the Alberta Hire-A-Student program. It facilitated the participation by the co-sponsors of the program, including the Alberta Chamber of Commerce, local chambers and community groups, the Government of Alberta and the Government of Canada. The council provided a channel for the communication of student employment needs and also offered assistance in the creation and support of the program in local communities. As well, it regularly assessed the program and made recommendations for change.

1983-84 PRIORITY EMPLOYMENT PROGRAM (PEP)

The objective of the 1983-84 Priority Employment Program was to provide employment and training opportunities for unemployed Albertans during the winter months. The $25.9 million program, consisting of five program elements, subsidized training and jobs for over 10,000 Albertans.

Two of the elements were aimed at public-sector employers. Under the Provincial Government Department element, 1,077 positions were funded on 877 department projects. Jobs were created primarily in the clerical, natural science and social science areas. The Community Employment element was expanded from the previous year to include participation by non-profit organizations as well as by municipalities, remote and isolated communities, Indian Bands and Metis Settlements. As a result, over 1,600 Albertans were provided jobs for up to six months with these community authorities.

Private-sector employers were eligible to receive wage support for new jobs through the Business and Farm Support element. Assistance also was provided for retaining existing staff whose employment was threatened. Employers received funding for up to six months for 3,505 jobs on 2,629 different projects.

Training support was offered to the private sector through the Industrial Training and Private Vocational School Support elements. Under Industrial Training, assistance was available to Alberta businesses and farms for on-the-job training, apprenticeship completion and hiring of post-secondary graduates for research and development. In total, 1,333 projects were funded under this element, providing 3,532 training opportunities for Albertans.

The Private Vocational School Support element created vocational training opportunities for unemployed Albertans in areas identified as having critical skill shortages. Instructional costs of 13 courses offered by private vocational schools were paid for 1,146 Albertans. Students attending these courses were also eligible to receive training allowances.

1983 ALBERTA YOUTH EMPLOYMENT PROGRAM

Alberta Manpower implemented the Alberta Youth Employment Program for the first time in 1983. The $4.925 million program, which operated over the summer months, consisted of two program elements.

The purpose of the Business and Farm Support element was to provide work experience opportunities within the private sector for unemployed Alberta youth. The majority of the 2,529 jobs created were in the retail trade, agriculture, construction, manufacturing and business service industries.

Under the World University Games element, youth were employed by Universiade '83 on projects associated with the planning and operation of the World University Games. Approximately 200 jobs were created for youth under this element at a cost of $500,000.

1983 SUMMER TEMPORARY EMPLOYMENT PROGRAM (STEP)

The focus of the 1983 Summer Temporary Employment Program was to create temporary employment opportunities for Alberta youth during the summer months. The program, funded at $11.87 million, created a total of 5,825 jobs for youth on 3,484 work projects.

The 1983 program consisted of four program elements. Under the Provincial Government Department element, post-secondary students acquired career-related work experience with provincial government departments. Career Opportunities element activities provided employment for youth in the areas of Recreation Work Experience, Veterinary Work Experience, Law Enforcement and Fish and Wildlife, as well as with post-secondary institutions. The remaining elements, Community Employment and Summer Farm Employment, created jobs primarily for high-school students.

A special student Venture Program, administered by the Junior Achievement Club of Southern Alberta, also was funded under STEP in 1983. The fourteen ventures operating under the program provided summer jobs and business educational experience for 157 students.

1983 QUEBEC-ALBERTA STUDENT EMPLOYMENT EXCHANGE

For the fourth consecutive year, a summer employment exchange involving post-secondary students was conducted between the provinces of Alberta and Quebec. Sixty students took part in the exchange, 30 from each province. The program, funded at $.175 million, provided the students with employment related to their field of study, and the valuable opportunity to work in a second-language environment.

1983-84 EMPLOYMENT SKILLS PROGRAM

This program prepares social allowance recipients for full-time employment by providing them with up to six months work experience in provincial government departments. The program, operated year round by Social Services and Community Health, was funded at $2.25 million in 1983-84. It provided assistance to over 561 Albertans, most of whom were female single parents who had been out of the labour force for some time.

1983-84 SPECIAL PLACEMENT WORK EXPERIENCE PROGRAM

The objective of this year-round program is to assist disabled and disadvantaged Albertans obtain and maintain meaningful employment in the Alberta Public Service. Work experience opportunities of up to six months duration were provided in provincial government departments. The programs, operated by the Personnel Administration Office, was funded at $400,000 in 1983-84, and provided assistance to 96 Albertans.

CANADA/ALBERTA NEW EMPLOYMENT EXPANSION AND DEVELOPMENT PROGRAM (NEED)

The objective of the federal/provincial program was to create new productive employment for Albertans experiencing significant hardship, by contributing to projects that support regional economic growth and development in Alberta. Priority was given to persons who had exhausted their Unemployment Insurance benefits and to social allowance recipients.

The $22 million program, which operated from January 1983, until June 1984, created employment opportunities for more than 3,700 Albertans.

Alberta employers responded positively to NEED funding. The ratio of employer spending to government contributions on NEED projects was slightly over 5:1. Twenty-three percent of the jobs were in the private sector, 44 percent with non-profit organizations and 18 percent with municipalities. A majority of the employers surveyed indicated that they would never have been able to start their activities without NEED assistance.

Apprenticeship and Trade Certification Division

This division, through an Apprenticeship and Trade Certification Board and a network of Apprenticeship Committees, administered the training and certification of tradesmen to the journeyman level, thereby ensuring a well-trained Alberta work force. Apprentices in these trades had both on-the-job and institutional training. The Apprenticeship and Trade Certification Division was instrumental in ensuring an efficient and well-organized program that met the needs of both employers and employees.

The division conducted examinations of apprentices and eligible journeymen and in 1983-84, issued permanent certificates to 16,933 qualified individuals. Curricula for apprenticeship training were developed in consultation with related apprenticeship committees and training institutions. Financial arrangements for technical training and payment of training allowances were made under the provisions of the Federal-Provincial Agreement under the National Training Act.

Apprenticeship staff operated from Manpower Services divisional offices in 10 centres throughout the province: Calgary, Edmonton, Fort McMurray, Grande Prairie, Hinton, Lethbridge, Medicine Hat, Peace River, Red Deer and Vermilion.

Alberta's apprenticeship system is one of the most extensive in Canada. The participation of employees and employers continues to develop, support and monitor their trades. This participation is demonstrated by the 24,188 registered apprentices, including 4,465 new apprentices registered. The reduction from 27,953 registered apprentices last year is primarily a reflection of reduced construction activities. The increased interest in service or maintenance trades and post-journeyman requirements may indicate a changing emphasis. The increased shop registrations may also indicate a change to more smaller businesses.

PROGRAM DEVELOPMENT AND STANDARDS

The Program Development and Standards Branch develops, implements and monitors programs, schedules and examinations. This responsibility includes interaction with Provincial Apprenticeship Committees, institute representatives, inter-department and intra-department committees and inter-provincial committees responsible for designing, co-ordinating, monitoring or improving programs. These activities are assigned to the Program Development, Institute Services and Trade Certification areas.

PROGRAM DEVELOPMENT

The Program Development Section develops and maintains relevancy in the apprenticeship training programs and maintains acceptable standards for designated trades. This involves consultation with apprenticeship committees for each trade in co-operation with representatives from colleges and institutes.

Program Development continues to implement accreditation toward apprenticeship for trade-related programs offered by institutes and colleges in Alberta. They participate in preparing and analyzing examinations in cooperation with other provinces and territories in Canada, contributing to a successful Interprovincial Standards program. Surveys for seven proposed new trades were completed, and three surveys are in progress.

The Program Development Section developed and revised 93 course outlines and examinations, organized, chaired, participated in and prepared minutes for 539 meetings and made 481 liaison calls to industry work sites and training institutes.

Staff of the Program Development Section attended and participated in meetings of the Interprovincial Standards Program Co-ordinating Committee, the Interprovincial Standards Examination Committee, the Metric Commission Canada Sector 10.03 for apprenticeship training, the Committee 1 year 2000 (Calgary School Board, and the Alternate Training Delivery Project (Second Year Electrical Apprenticeship NAIT).

INSTITUTE SERVICES

The Institute Services Section performs the functions of a registrar. Apprentice training requirements are estimated annually, from which training spaces are negotiated and monitored with the institutes and colleges. School attendance was 20,547 apprentices, with 5,308

graduating from their program, while 4,465 new apprentices were indentured.

TRADE CERTIFICATION

The Trade Certification Section has responsibility for finalizing journeyman examinations, approving inter-provincial applications, issuing replacement or exchange certificates and for examination inventory, marking and administration throughout the province. A total of 17,500 Journeyman Certificates were issued in 45 trades, including replacement certificates previously issued by the Electrical Protection Branch, Alberta Labour. A total of 47,091 examinations were marked in 1983, while 51,402 examinations were marked in 1982.

FIELD SERVICES

The Field Services Section operates under the guidelines provided by the Manpower Development Act, the general regulations and the trade regulations covering apprenticeship training and certification of workers engaged in designated trades. Developing adequately trained trades-people to meet the needs of Alberta industry is emphasized.

Field consultants visit industrial jobs and other sites, counsel employers and employees regarding designated trades, journeyman certification or apprenticeship training. Application and enforcement of relative parts and sections of the Act and regulations are carried out with emphasis on maintaining appropriate public relations.

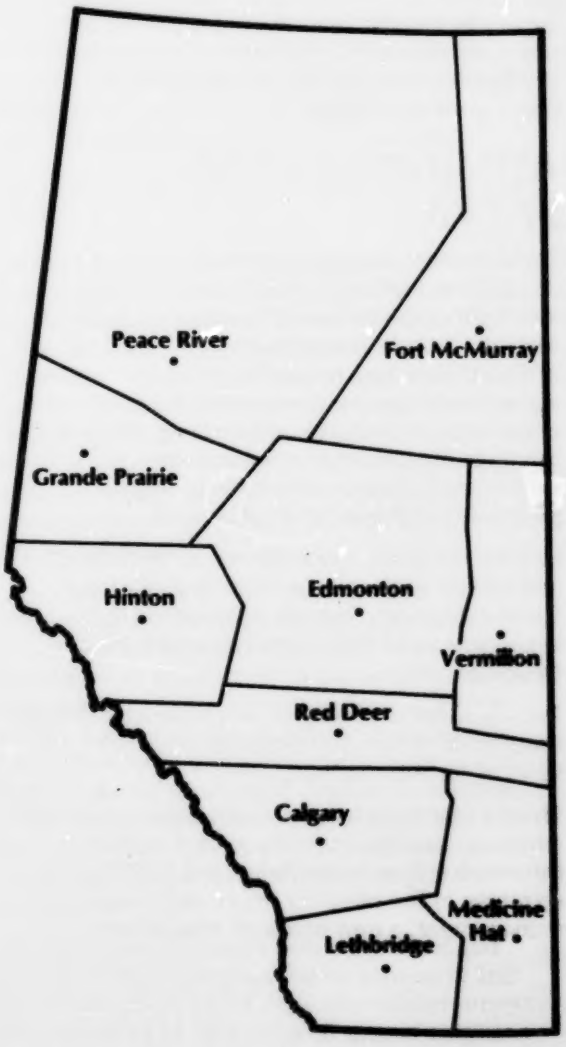
Field Services are actively engaged in computerizing the journeyman system and shop registration in an effort to improve their service to the public. There are 10 regional offices located in Edmonton, Calgary, Red Deer, Lethbridge, Medicine Hat, Grande Prairie, Peace River, Fort McMurray, Hinton and Vermilion that provide services to the firms, journeymen and apprentices located in those areas.

The Special Field Unit located in Edmonton has province-wide responsibilities and provides apprenticeship and trade services for Native, Metis and handicapped individuals. The activities of the regional offices and Special Field Unit are co-ordinated under the Field Services Administration Unit of the Central Office.

Registrations for active shops were 16,407 in 50 trades, and 1,479 shops were listed as out of business. However, 2,031 newly established businesses were registered. Additional registrations were required in some shops more than once a year due to applications for pre-employment programs, work simulation programs, wage subsidy programs and violations or compliants related to the Manpower Development Act and Trade Regulations. A total of 19,435 registrations were taken in 1983.

During the year, 568,773 people visited the regional offices to obtain information on apprenticeship and certification, or to register complaints regarding people working in contravention of the Act and Trade Regulations. Apprenticeship Field Consultants chaired 246 Local apprenticeship meetings, and staff visited 156 high schools across the province to give career talks.

APPRENTICESHIP AND TRADE CERTIFICATION DIVISION REGIONS



Central Support Services Division

The Central Support Services Division provides those operations and services which facilitate the development and management of department programs. Such services include strategic and policy planning, finance, personnel, communications, systems development, legislative and other administrative services.

The division was officially established on April 1, 1983, as part of the new Manpower Department and was staffed and made fully operational as soon as possible. The development of this new division occurred in time to successfully handle such major activities as the preparation of the 1984-85 budget, the monitoring of the 1983-84 expenditures, the relocation and consolidation of the department's central office staff and the commencement of a significant systems development initiative.

ADMINISTRATIVE SERVICES

The Administrative Services Branch reviews and develops manpower-related provincial legislation and legal agreements and is responsible for library services, records management, co-ordinating services related to office accommodation, equipment and supplies, departmental mail and messenger services. It also manages the department's information processing system, including data processing, word processing and telecommunications.

In 1983, the branch was formed to provide advice and service to the department in four areas: General Services, Records Management, Legislative and Library Services, and Systems Development.

Twenty-three professional and support staff were transferred or hired to establish these new services for Alberta Manpower.

These services included the acquisition of a mini-computer and the creation of an Automated Information Processing Policy and EDP Plan. In response to the need for improved records management, a new manager established a department records policy and undertook a variety of projects proving to be a cost benefit to the department.

The head office functions for the department were consolidated and relocated. A new department library and a central supply room were introduced for use by department staff.

COMMUNICATIONS

The Communications Branch serves in an advisory and participatory role in developing programs and materials to increase citizen awareness and understanding of the department, its programs, services and responsibilities.

During the year, the branch was involved in several major advertising campaigns. In addition, the branch developed and co-ordinated the production of a wide range of promotion and information materials, developed and distributed news releases, co-ordinated news media interviews for senior managers, and responded to numerous media requests.

Communications and Career Services worked on the production "Going Back", a 24-minute film designed to motivate adults to further their education. The film won three Alberta Motion Picture Industry Association awards.

Approximately 130 Alberta Manpower employees entered a department-wide competition, which was conceived and organized by Communications, to find the most suitable department symbol. The winning entry was submitted by Manpower Training Consultant, Frank Parker.

The branch continued to provide service to the Canada Career Week Committee and Career Service staff in developing a theme, producing promotional materials and initiating and co-ordinating activities throughout the province. The design and printing of 10 booklets in the Newcomer's Guide series represented another major production project undertaken by Communications.

FINANCE ADMINISTRATION AND AUDIT

The Finance Administration and Audit Branch directs and monitors financial transactions and provides financial leadership and control for the department. The branch has responsibility for the development of an effective budget planning and review process; it also collects, analyzes and disseminates operational data.

In its financial planning role, the branch is responsible for the preparation of annual estimates of expenditure for all programs and services within the jurisdiction of the department. In 1983-84, it co-ordinated the preparation of the 1984-85 budget.

The audit role was established to provide an independent and objective review of the various programs administered by the department. In addition, the audit function reviews the financial and internal control systems of the department.

PERSONNEL

The Personnel Branch plans, develops, implements and administers the department's personnel program and advises the Deputy Minister and other department managers of personnel policy.

The branch provided an effective and responsive human resource management and personnel planning function for Alberta Manpower during 1983-84. Personnel services provided during the fiscal year included recruitment and selection involving 40 competitions and 10 exemptions, 189 classification actions, employee relations (six official grievances), training and development, pay and benefit administration, and establishment of an occupational health and safety program in the department.

During 1983-84, particular emphasis was given to training and development activities and to occupational health and safety concerns. With respect to training and development, the following initiatives were undertaken: increased use of Learning Contracts; the development of a number of in-house courses such as Employees Performance Appraisal System, Effective Supervision, Human Resource Planning and Career Planning; and the development of micro-computer training within the department. Occupational health and safety accomplishments included: developing emergency evacuation systems for department offices; developing, training and certifying first aiders for department offices; supplying occupational health and safety manuals to all department managers and supervisors; and inspecting Opportunity Corps sites with respect to sound level and hazardous materials concerns in addition to evacuation and first-aid requirements.

PLANNING SECRETARIAT

The Planning Secretariat is responsible for collecting and analyzing information for use by the department in the formulation of long-term plans and in the identification of policy alternatives.

In fulfilling this role, the Secretariat conducted primary and secondary research and analysis during the fiscal year to identify Alberta's past and most probable future demographic, social and economic conditions and to determine their implications for the provision of manpower services to adult Albertans. The information prepared by the Secretariat was generated and maintained in a number of ways. These included in-house research, a research library and a co-operative information exchange with other departments and agencies in Alberta and the rest of Canada.

The Demography and Immigration Unit developed, collected and analyzed information on population and immigration trends in the province; monitored interprovincial and international migration flows to and from Alberta's developed population projections for small regions; and conducted several studies on youth unemployment and other special-needs groups. The unit also provided consultative services regarding program evaluation and research design.

The Manpower Information Unit collected, developed and analyzed data on manpower trends and labour market conditions in Alberta. Research was conducted on the employment and unemployment situation for various industrial sectors and occupational groups. Forecasting capabilities were enhanced through the updating and revision of forecasting models. In addition, the unit was responsible for provincial activities associated with the Canadian Occupational Projection System operated by the federal government.

The Resource Industries Unit developed and analyzed information on the employment and training implications of resource-related projects and industries in Alberta, with special emphasis on the oil and gas industry. Attention also was

paid to analyzing and evaluating policy alternatives relating to job creation and training.

The Science and Technology and Special Projects Unit collected, developed and analyzed information regarding manpower training programs; developed background studies and strategies regarding education and training, early school leavers and entrepreneurs; monitored trends in scientific and technological developments; and represented the department on the Alberta Health and Social Services Disciplines Committee.

The Administrative Services Unit provided support services within the Planning Secretariat. Areas of responsibility included administration of the Planning and Research Fund, general administration, the budget, personnel, word processing and electronic data processing.